

## **CITY OF BURBANK**

### **FLEET SERVICES SUPERVISOR**

#### **DEFINITION**

Under direction, to plan, assign, and supervise the work of skilled technicians engaged in repairs of light and heavy gasoline, diesel, and alternative fuel powered equipment; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assigns the work of technicians engaged in the overhaul and maintenance of all types of equipment; plans, directs, and coordinates assigned daily activities to meet projected scheduling for preventative maintenance and scheduled and unscheduled repairs; inspects work in progress and upon completion; instructs technicians in difficult repair work; confers with superior to determine program goals, performance metrics, and division policies; implements goals and policies; recommends criteria and policies for standard and extensive repairs; prepares cost estimates; orders parts; prepares written and narrative reports; gathers data and prepares equipment specifications; inspects new equipment for conformance to specifications; enforces safety regulations; supervises the maintenance of equipment records, costs, repairs, usage, and time cards; supervises, trains, and evaluates the work of technicians; effectively makes recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the methods, equipment, materials, and operating practices involved in the maintenance, repair, and overhaul of light and heavy equipment; the principles of gasoline, diesel, and alternative fuel engines; the theory of internal combustion engines; the principles and practices of sound personnel management and supervision; safety rules, practices, and procedures.
- Ability to – estimate costs; execute a work program and fully control and utilize a fleet management information system; design and supervise the construction or modification of equipment to meet specific needs; select, train, and evaluate personnel; provide clear work instruction; maintain records and make reports; communicate effectively, both verbally and in writing; operate a computer and associated software programs for word processing, spreadsheets, and e-mail; supervise and direct the work of others; foster a teamwork environment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or GED high school equivalent and six years' experience in the maintenance and repair of a wide variety of automotive and construction equipment which shall have included at least two years in a supervisory capacity.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment and a California Class "A" driver's license or equivalent at time of permanent appointment.

#### **SUPPLEMENTAL INFORMATION**

None.